

IN-STATE APPLICANT FOR EMPLOYMENT, LICENSURE, or PRE-SERVICE TEACHER paying for your own state and federal criminal records check, follow these steps:

APPLICANT IS INITIATING THE BACKGROUND CHECK	INSTRUCTIONS	WEBSITE LOCATIONS
"APPLICANT" <ul style="list-style-type: none"> For Licensure (first license, reciprocity, renewal, pre-service teacher) For Classified Employment For Licensed - Transfer of Employment 	STEP ONE Read the instructions given on the Online Payments for ASP and FBI document. <ul style="list-style-type: none"> Pay online with a debit or credit card. Print the receipt. 	Go to www.arkansased.gov Choose "B" for Background Checks Online Payment Instructions are under "Related Files" on the right side of the web page, choose: <p style="text-align: center;">Instructions for Payment for Online ASP and FBI Background Checks</p> Online Payment Webpage: www.ar.gov/ADEbackground
	STEP TWO Complete the ONLINE CONSENT FORM . <ul style="list-style-type: none"> Print the form when completed. (The applicant may download the form to a mobile device.) 	Online Consent Form: Go to www.arkansased.gov Choose "B" for Background Checks – form is on the page or Copy and paste link: http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx
	STEP THREE Go to a live scan fingerprinting location* for fingerprinting, and bring with you: <ul style="list-style-type: none"> A copy of the receipt with the transaction number (an electronic copy is acceptable) A copy of the Online Consent Form (an electronic copy is acceptable) Your government-issued photo ID 	Go to www.arkansased.gov , choose "B" for Background Checks Under "Related Files" on the right side of the web page, choose: <p style="text-align: center;">List of Approved Live Scan Locations</p> <p style="text-align: center;">Map of Education Service Cooperatives</p>

* Local law enforcement offices do NOT typically offer live scan fingerprinting for school employees.

* If electronic fingerprinting is not used or the fingerprints cannot be obtained by electronic fingerprinting, the applicant must obtain an **ADE preprinted fingerprint card**. **NO OTHER FINGERPRINT CARD IS ACCEPTED**. If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.

* If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.